

MADERA COUNTY
PROGRAM MANAGER

DEFINITION

Under general administrative direction, to plan, organize, direct and manage the activities and operations of the assigned programs within a County Department; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages and administers assigned units and/or programs; selects, trains, evaluates and disciplines subordinate staff; serves as a resource for interpretation of Federal and State laws affecting the assigned program; assists in the development of policies and procedures; reviews and assures that proper procedures related to the assigned program are in place; performs analysis and prepares detailed written reports of findings pertaining to the quality and efficiency of services provided within the assigned program; provides professional and technical consultation on complex program matters; assists and participates in the development of in-service training and staff development programs; assists in the preparation of budget information related to assigned programs; represents the department at community organizations, public gatherings and meetings; enters and retrieves information from an automated computer system; and conducts special assignments as directed.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations including those governing specific program assignments.
Principles and practices of supervision, training and performance evaluation.
Principles and techniques of management and program administration.
Public funding and budget preparation.
Community needs and resources.
Current literature and developments in the field of assigned program.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

***Madera County
Program Manager (Continued)***

Ability to:

Plan, organize, and direct the assigned program.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs.

Establish program goals and objectives.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines and administrative direction.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with public officials, administrators, employees and others contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience and Training:

Four years of increasingly responsible, progressive, and program specific experience involving the collection, compilation, and analysis of administrative, fiscal, or governmental data, including two years of supervisory experience AND equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, finance or a related field.

OR

Two (2) years of increasingly responsible, progressive, and program specific experience, or as a supervisor or leadworker in a closely related program AND equivalent to a Master's degree from an accredited college or university with major course work in business administration, public administration, economics, finance or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

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Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: January, 2006